

8 DEC 1976

MEMORANDUM FOR THE RECORD

STATINTL

FROM : [REDACTED]
Secretary

SUBJECT: Minutes of the 3 December 1976 OTR Staff Meeting

1. The 3 December 1976 OTR Staff Meeting convened at 1400 hours and adjourned at 1615 hours.

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2. The DDTR introduced [REDACTED] who discussed testing of applicants. He noted that there are two basic organizational strategies concerning applicants: the first involves the decision whether to hire or not, and the second is the placement strategy. There are numerous inputs to each of these decisions. He described a matrix which contains the assessment of potential success of an applicant. This matrix results in four possible outcomes: true positive, false positive, true negative, and false negative. He noted the tendency of managers to select applicants who score highly on intelligence. Research has shown, on the other hand, that these individuals exhibit a low stayability tendency, probably for a complex set of reasons.

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3. [REDACTED] discussed behavioral science as one of the mechanisms available to assess applicants. He described testing in terms of fidelity (clarity of the picture it provides of the individual) and band width (extent of subject coverage of the test). He noted that the professional test battery is wide band covering many areas but low fidelity in the picture it provides. For this reason other types of assessment are necessary as inputs to decisions.

4. He then described the Professional Applicant Test Battery (PATB), noting that its corollary, the Professional Employee Test Battery (PETB), contains only minimal differences. The PATB is an eight-hour battery of tests given in two sessions of four hours each. It is administered in 81 test centers by the Educational Testing Service of Princeton, New Jersey. The PATB covers four major areas: abilities, attitudes, interests, and self-image. He discussed these in some detail and provided the members with a handout on these

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areas. He noted that each applicant is asked to supply some 210 biographic facts. He concluded by discussing the correlation of selected biographic data with employee success.

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5. [REDACTED] noted the requirement for 1977 that summer-only employees are to be used only on back-logged projects and not on routine tasks. He then briefly discussed the TRUMP Program and requested suggestions for member of the TRUMP Panel. Chief, CTP, suggested that the Career Panel counselor should be a member. There were no volunteers to serve on the TRUMP Panel, and the DTR stated that members would, therefore, be designated in writing.

6. The DD/OT opened the discussion of feedback to speakers. He stated that, as a result of his attendance at the Levinson Seminar, he felt strongly that guest speakers in OTR courses should be provided with feedback, whether it is positive or negative. He suggested that a form be sent to each speaker with a notation that feedback would be provided on an Eyes Only basis. Chief, II, stated his belief that additional paperwork is not necessary, but possibly closer direct contact between course chairmen and speakers would be in order. Some of this is done currently. He also noted that the scope notes used in the course schedules serve as a valuable communications mechanism. Other members of the group discussed their experiences in this area. Chief, II, pointed out the importance of course chairmen going back to speakers with constructive suggestions, not simply negative feedback. The DTR agreed and asked the members of the group to discuss this matter with their instructors and course coordinators. After a brief discussion of feedback to high-level Agency speakers, the DTR admonished the members to consider carefully the question of who should provide this feedback.

7. The DDTR opened the discussion of training statistics by noting that information is available in various elements of OTR. When data are compiled for the HAC staff, the statistics are given according to the question being asked and are not always consistent. He suggested that someone be identified to do a systems study of this problem when time is available. The DDTR will follow up on this.

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8. The EO/TR noted that copies of the DDA's Personnel Development/Training memorandum had been distributed to the members and he asked for comments. Chief, ISTB, stated that his Branch has been holding seminar-type sessions on information science (Paragraph 2d). Concerning Paragraph 2e, ISTB personnel are looking into the feasibility of establishing an Information Science Society. Finally, regarding Paragraph 2f, he pointed to the ISTB Newsletter as one means of notifying people of events in this field. The EO/TR invited comments from the other members.

9. The EO/TR distributed the computer print-out of OTR action items and stated that henceforth this agenda item would be handled in this manner.

10. The DTR reported items from the DDA morning meeting. The members then reported significant events of the day.

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